

CHARTER OF THE OPERATIONS, FACILITIES AND FINANCE COMMITTEE (OFF)

COMMITTEE GOVERNANCE

The Board of Education has chosen to use standing and ad hoc committees to initiate and investigate, evaluate and assess (programmatically), report (programmatically), and recommend for presentation and discussion and approval to and by the Board. Although the Committee has the purposes and responsibilities set forth herein, its role is oversight. Such committees may not act independently from the Board or make commitments which bind the Board without specific prior authorization of the Board. The Board shall determine at its annual organization meeting standing committees and ad hoc committees it will constitute for the following year. The OFF Committee has been designated a standing committee.

This charter constitutes a statement of the Operations, Facilities and Finance Committee's structure and responsibilities. It provides guidance for the OFF's interactions with the Board, District management and others.

The Board President and Superintendent shall be ex officio members of all committees.

ORGANIZATION

The OFF shall be comprised of four Board members appointed by the Board President/Vice President for a term of one year. The District Business Administrator shall be the designated representative to the OFF.

PURPOSES

The OFF Committee shall have as its purview the overall Financial, Technology, Safety and Security and Operations of the District in meeting the requirements of the District's Strategic Plan. Its purposes also include budget development, review and tracking (variance analysis) of expenses and investments; long-term financial planning (3-5 years), including assessment of the financial impact of delivering educational services in alignment with the other standing and ad hoc committees and the Strategic Plan.

Working in partnership with the District Administration, the OFF shall provide assistance to the Board of Education by its oversight of:

1. The financial sustainability of the District, including:
 - 1.1. Financial aspects of new programs and initiatives
 - 1.2. The development and review of the District's long-term financial plan, which shall have as its foundation the current annual budget. The plan shall be integrated and harmonized with the strategic plan
 - 1.3. Review of the five-year facilities plan, including safety and security
 - 1.4. Review, with ACI, the five-year technology plan
2. The integrity of the District's financial reporting, accounting, budgeting and internal controls
3. The preparation and presentation of the annual budget
4. The District's compliance with regulatory and legal requirements

RESPONSIBILITIES

1. Obtain the Board's approval of this charter and annually reassess this charter with the Committee and full Board.
2. When addressing agenda items, District management shall indicate action requested of the Committee (BOE) with timeline basis; for conclusion, including options considered; cost in current and or future periods.

FINANCE

1. Regarding the annual independent audit:
 - 1.1. Examine District's recommendation of firm, the scope of its proposed audit, the results of such work, including a meeting with the audit partner.
2. Regarding monthly financial statements of the District:
 - 2.1. Review with District management the monthly financial statements;
 - 2.2. Examine quarterly basis comparison of actual with budget for major cost/expense items.
3. Regarding the annual budget preparation process:
 - 3.1. Provide input as District establishes budget goals;
 - 3.2. Receive monthly updates;
 - 3.3. Discuss the preliminary budget prior to its presentation to the full Board;
 - 3.4. Review proposed budget presentations to the Board and public;
4. Review assumptions regarding the long-term financial plan (3-5 years) development and harmonization with strategic plan.

OPERATIONS

1. Inspect annually the five-year building and facilities plan, including compliance with state requirements.
2. Study, with ACI, District five-year technology plan, including related security controls.
3. Review annually the District's transportation plan.
4. Review annually the District's safety and security plan for all campuses.
5. Review annually various Enterprise Funds.
6. Discuss the performance of the architect of record prior to reappointment.

COMMUNICATIONS

1. Examine and edit meeting "Notes" and arrange for distribution with relevant presentations to all Board members.
2. Report significant matters to Board and obtain feedback.
3. Invite engagement of public on significant issues that come before the Committee.
4. Investigate any matter brought to its attention to an appropriate resolution.
5. Perform other activities which may be assigned by the Board.

MEETINGS

1. The OFF shall meet monthly. Special meetings may be scheduled on an "as needed" basis.
2. The OFF shall report regularly in respect of its activities and make recommendations to the Board for its consideration and action.